

**DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
SECRETARY 2
(MAY UNDERFILL AS A SECRETARY 1)**

J.M. WRIGHT TECHNICAL HIGH SCHOOL

*****REANNOUNCED WITH NEW CLOSING DATE*****

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE LAST PAGE](#)

Open To: See Eligibility Requirement

Location: J. M. Wright Technical High School, Stamford, CT

Hours: 8:00 a.m. – 4:30 p.m.

Job Posting #: 105693

Salary: \$44,038 – \$57,588

Closing Date: May 1, 2014

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Secretary 2 or Secretary 1 exam and be on the current certified lists promulgated by the Department of Administrative Services for this classifications. **Applicants will not have the opportunity to take the exams prior to the above closing date to qualify for this particular vacancy.** State employees who have attained permanent status and are eligible for appointment may also apply.

GENERAL KNOWLEDGE:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers other electronic equipment; ability to operate office suite software, ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

EXAMPLE OF DUTIES:

This individual will be responsible for a full range of duties that include: Using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling; designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals; composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature; compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included; greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters; screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor; arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements; maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

GENERAL EXPERIENCE:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

PREFERRED EXPERIENCE:

Candidates must have experience working in an education institution and knowledge in computer systems.

SUBSTITUTIONS ALLOWED:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS:**APPLICATION INSTRUCTIONS:**

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter
2. Three (3) current professional references
3. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**Connecticut Technical High School
25 Industrial Park Road
Middletown, CT 06457
ATTN: Teresa Fabrizio
TEL: (860) 807-2205
FAX: (860) 807-2196**

Please note: Applications will be accepted via fax, U.S. mail or hand delivered only.

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900

Boston, Massachusetts 02109-3921

617-289-0111

fax number 617-289-0150

TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER